



## New Jersey Economic Development Authority

Red Id: 2023 - 2015  
Job Title: Program Manager -Strategic Initiatives  
Division: Community Development  
Department: Community Development & Strategic Initiatives  
Reports To: Assistant Director Strategic Initiatives  
Grade Level: H17  
Salary Range: \$85,680 - \$ 107,100  
Open Date: 11/13/2023  
Close Date: 12/15/2023

### **Job Summary**

This position supports the Assistant Director of Community Development and Strategic Initiatives in the development and implementation of programs within the Community Development that requires a financial analysis which may include grants, soft loans, and possible tax credit programs, in addition to other real estate-based incentives that support economic and community development. This position will support Community Development products, manage programs from conception to closing and will assist with cross divisional efforts within NJEDA to effectively launch new products. This position will support staff daily to successfully administer various Community Development products to ensure the department will provide analytic support on initiatives including but not limited to reviewing pro formas, understanding of due diligence documents specific to each program, oversee place based initiatives real estate analysis, and business development outreach when needed to market and promote products.

### **Essential Duties and Responsibilities**

- Knowledge of local governments and how to directly support targeted community and economic development initiatives. Work with Assistant Director to implement the department outreach plan, identify goals, and tasks to ensure NJEDA staff is effectively operating with integrity at all times to support local governments throughout the state.
- Knowledge of sound incentives, real estate underwriting principles and industry standards for site preparation of commercial and mixed-use projects.
- Assists staff daily to oversee various products and initiatives including but not limited to, grants, state-specific analyses, planning efforts, targeted industry support, and reviews of private industry and other efforts in economic development and urban planning.
- Support the Assistant Director to lead the to focus on products that may serve a new targeted industry to the State of NJ, this may include efforts for the Cannabis Industry, Arts and Placemaking initiatives, in addition to launching new products. Leads the team to understand industry research in products that NJ could offer, also prepare those products for program creation, board approval, product launch, and processing of applications in an efficient and effective manner while engaging with cross divisional support.
- Works with staff to administer and stand up challenge grants, planning grants, and other programs that may service targeted cities, in addition to loans that will provide favorable financing, based on the creation of upcoming programs.
- Assists staff is engaging and pursuing Build public and private partnerships throughout the state to help NJEDA better assist cities.
- Guide staff on how to establish and maintain targeted and local partnerships within State Government (such as DEP, NJRA, HMFA, DCA, LWD, etc.) and New Jersey municipalities and counties.
- Aware of current initiatives outside the Authority that support targeted initiatives throughout the

state related to urban redevelopment, strategic and creative placemaking, rehabilitation of blighted buildings and vacant land, complete streets, and central business districts.

- Engage with staff to track and review legislative and regulatory issues pertinent to economic development and urban revitalization, particularly at the State level.
- Promote teamwork and communication to encourage an interactive, cooperative, collaborative and customer-focused work environment among division, EDA staff and external customers.
- Support/lead and perform other duties and special projects as assigned like creating support documents or uploads for programs like pro formas, budget templates, financial documents, and other documents as needed.
- Ensures department practices and processes, policies, and procedures are in compliance with EDA policies and guidelines and are consistently applied.
- Builds, develops, mentors, and coaches' direct reports to develop skills and behaviors to enhance performance. Sets staff goals and objectives, reviews staff semi-annually and annually against individual plans. Develops and implements training and succession plans for the team.
- Must complete annual and semi-annual self-assessment as required.
- Performs other duties and special projects, as assigned.
- Attends weekly meetings with staff and over departments to ensure the stand up of programs and information relayed is consistent with the program guidelines

### **Skills and Abilities**

- Deep knowledge and direct experience with NJ local governments and project approval process
- Ability to review and analyze cost benefit analyses, real estate development pro formas, gap analyses and net benefit models used in connection with the EDA incentive programs
- Knowledge of accounting principles, tax returns, income, balance sheet, cash flow analysis, and personal financial statements
- Ability to manage multiple projects at one time in an effective manner while maintaining compliance
- Must possess experience in underwriting of real estate transactions for mixed-use, residential, and commercial development in NJ that have utilized prevailing wage
- Must have effective communication skills and business writing skills
- Must be able to effectively meet with customers, evaluate development strategies and projects, and assess management adequacy
- Direct experience in the NJ real estate development and business attraction/retention segment
- Knowledge and ability to function with and within municipal, state, and federal programs
- Ability to initiate new concepts and follow through on current projects
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers
- Proficient in Microsoft Office Suite and the ability to learn new software packages
- Passion for EDA's mission
- Customer focused
- A strong understanding of the strengths and limitations of economic development strategies and theories and analysis of market externalities.
- In-depth knowledge of policies and procedures needed to stand up new projects, including ability to work with legal, legislative, procurement, and servicing officers.
- Experience researching economic development best practices and associated enabling/governing legislation.
- Experience with Federal funding sources utilized in facilitating large catalytic projects that could supplement State programs.

- Strong project management skills, including the ability to lead research and manage multiple projects simultaneously.
- Ability to write clearly, and work collaboratively with interdisciplinary team of lawyers, researchers, communications staff, and senior management.
- Ability to work in a fast-paced environment.
- Demonstrated knowledge of economic and community development.
- Exceptional written, oral and interpersonal skills and the ability to effectively interface with a broad range of stakeholders, including senior managements, EDA Board of Directors, staff, government officials, business and industry partners, as well as individual customers and prospects.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff.

### **Preferred Qualifications**

#### Education and Experience Requirements

- Bachelor's degree in Economics, Accounting, Public Policy, Real Estate, Planning and/or equivalent professional experience
- Minimum 7 years of prior experience working in economic or community development entity or department.
- Minimum of at least 2 years in an underwriting position.
- At least 5 years of managing a team on daily basis to administer programs.

Master's degree preferred and may be substituted for 1 year of experience

#### Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

#### Travel

- As necessary to events, meetings, businesses, etc.

#### Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **Note**

- The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.
- Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.
- This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.
- NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

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### **Position Requirements**

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of

an offer the offer will be rescinded.

- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011, to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
  - Those guidelines to can be found here:
    - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
    - [https://www.nj.gov/ethics/docs/ethics/2022\\_uniformcode\\_april.pdf](https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf)

### **NJ SAME Applicants:**

In order to be considered for this position, **all NJ SAME applicants must** submit their resume and NJ SAME eligibility documents through the job link below.

<https://careers-njeda.icims.com/jobs/2015/program-manager---strategic-initiatives/job>

Please direct any inquiries to [NJSAME@njeda.gov](mailto:NJSAME@njeda.gov)